



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City




Office of the City Schools Division Superintendent

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Division Memorandum No. 338, s. 2016

TO: **MARY SOL S. ROSALITA**
Administrative Assistant III

FROM: 
DEE D. SILVA, DPA, CESO VI
Schools Division Superintendent /M

SUBJECT: **ALTERNATE SIGNATORY IN FINANCIAL TRANSACTIONS ON
BEHALF OF THE ACCOUNTANT III**

DATE: July 4, 2016

1. In the exigency of the service, you are hereby designated as an alternate signatory in the financial transactions in the absence of the Accountant III on July 4-8, 2016.
2. As such, you are authorized to sign the following documents:
 - a) Cash Disbursement Register
 - b) Disbursement Voucher
 - c) Purchase Order
 - d) Purchase Request
 - e) Liquidation Report
 - f) LDDAP-ADA
 - g) Summary of LDDAP-ADA Issue and Invalidated ADA Entries
 - h) Authority to Travel
 - i) Obligation Request
 - j) Form 6 – Leave Form
 - k) Transmittal
3. For your compliance.

DepEd Schools Division of Digos

RELEASED
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Date: JUL 04 2016 Time: 10:47

By: 